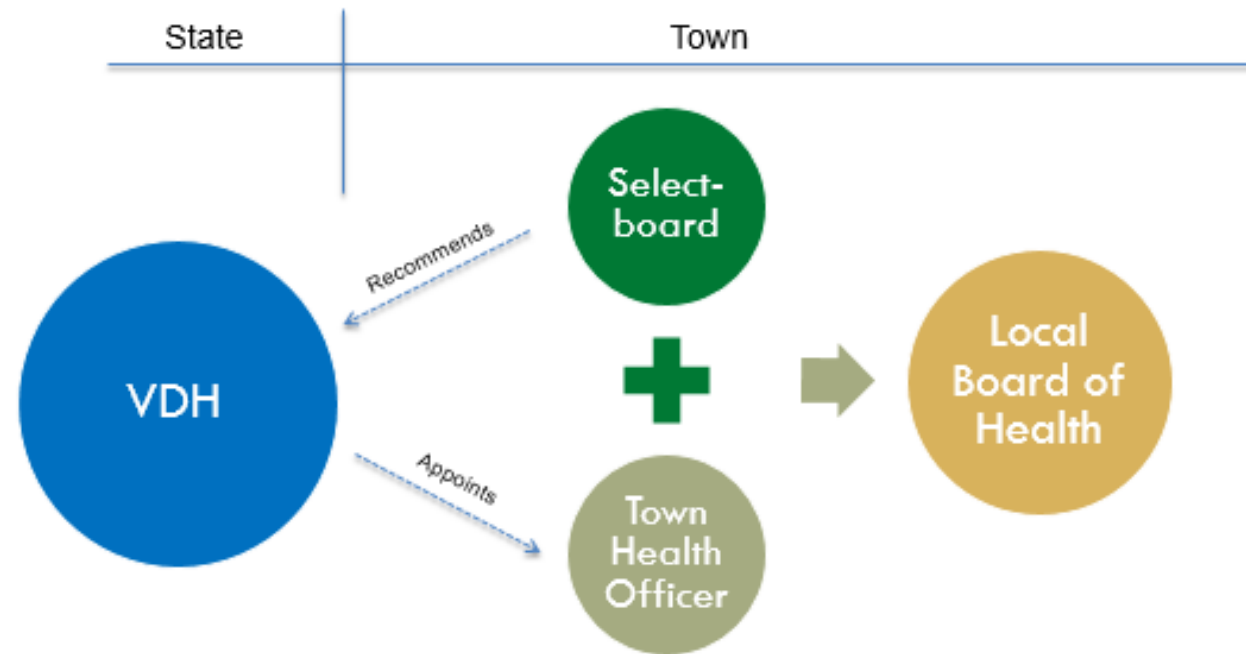




Rental Housing Inspections

Background on Town Health Officers

- Every selectboard or city council must recommend a THO for appointment by Commissioner of Health
- A THO's term automatically ends after 3 years
- Towns are encouraged to appoint additional Deputy THOs to share duties
- Together, the THO and selectboard form a Local Board of Health
- Many THOs are volunteers (repaid by town for expenses), some receive a stipend, sometimes THO role is part of another town position



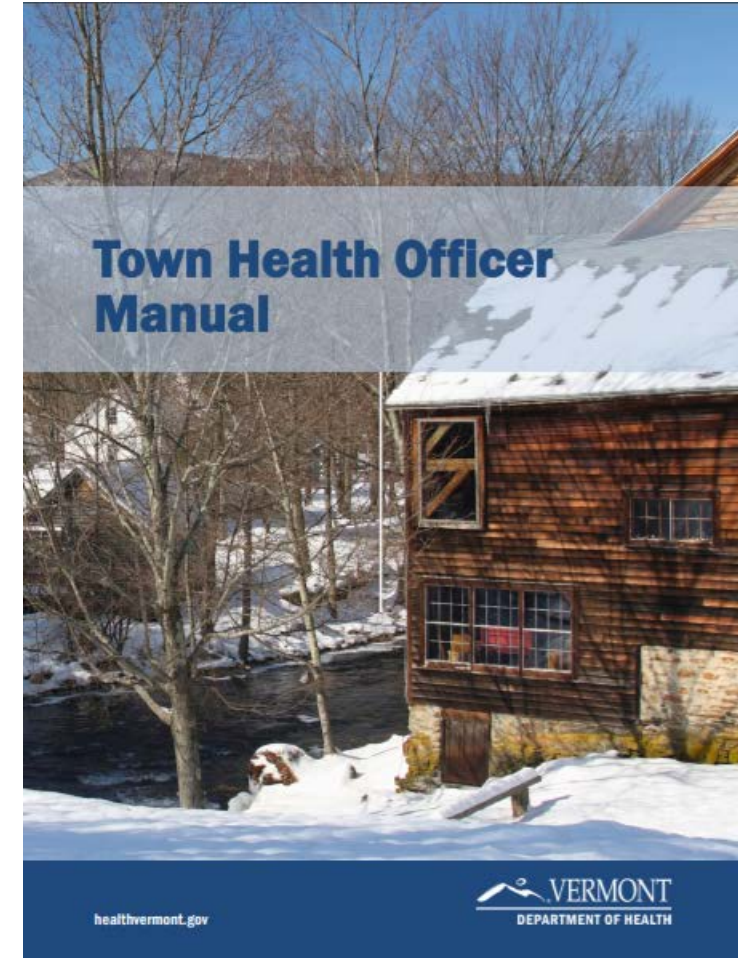
18 V.S.A. § 604

What does a THO do?

- Conducts inspections on complaints of public health hazards
 - Documents inspections, maintains records, uses forms supplied by VDH, takes photos
- Conducts inspections on rental housing complaints
- Works toward voluntary compliance
 - Brings in VDH, town officials, and other state and local agencies to resolve issues voluntarily, if possible
- Issues Health Orders & Emergency Health Orders to prevent, remove or destroy public health hazards

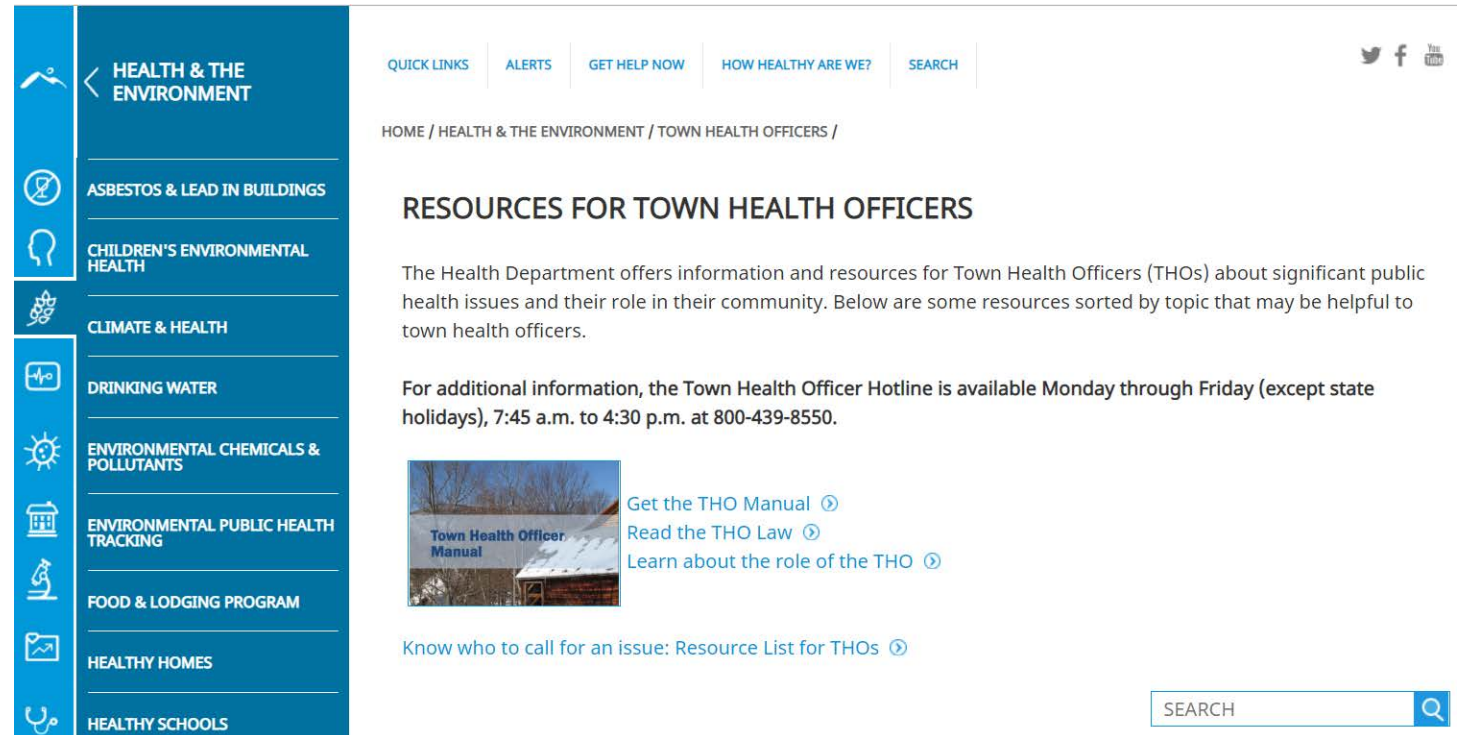
What issues do THOs encounter?

- Septic system failures
- Animal control
 - Pest infestations
 - Animal bites
- Drinking and recreational water issues
- Air contaminants
- Solid and hazardous waste issues
- Emergency/disaster condemnation
- Lead paint/EMP and asbestos issues
- Rental housing health issues



How does VDH support THOs?

- Appointment process
- Trainings
- Resources
 - ▣ THO Manual
 - ▣ Forms
 - ▣ Listserv
 - ▣ Hotline
 - ▣ Referrals
- Technical support
- Sounding board



How to find THO resources:

Reach the
Health Dept.

Find THOs

The screenshot shows the Vermont Department of Health website. On the left is a blue sidebar with a vertical menu of icons and labels: HEALTH & THE ENVIRONMENT, ASBESTOS & LEAD IN BUILDINGS, CHILDREN'S ENVIRONMENTAL HEALTH, CLIMATE & HEALTH, DRINKING WATER, ENVIRONMENTAL CHEMICALS & POLLUTANTS, ENVIRONMENTAL PUBLIC HEALTH TRACKING, FOOD & LODGING PROGRAM, HEALTHY HOMES, HEALTHY SCHOOLS, RADIOLOGICAL HEALTH, RECREATIONAL WATER, TOWN HEALTH OFFICERS, and PLANS & REPORTS. The 'TOWN HEALTH OFFICERS' link is highlighted. Below the sidebar, the main content area has a header with 'QUICK LINKS', 'ALERTS', 'GET HELP NOW', 'HOW HEALTHY ARE WE?', and a 'SEARCH' bar. A breadcrumb trail reads 'HOME / HEALTH & THE ENVIRONMENT /'. The main heading is 'TOWN HEALTH OFFICERS'. Below it is a photo of a man in a light blue shirt. To the right of the photo is the text: 'Need a local contact? [Find Your Town Health Officer](#)'. Below this is a paragraph: 'By law, every town and city in Vermont has a Local Board of Health. The Local Board of Health consists of the Town Health Officer and town select board (or city council). The duties and responsibilities of Vermont Boards of Health are established by [state statute](#).' Below the paragraph is a list of responsibilities: 'Town Health Officers are responsible for: • Investigating possible public health hazards and risks within the town or city • Taking action to prevent, remove, or destroy any public health hazards • Taking action to lessen significant public health risks • Enforcing health laws, rules and permit conditions, and taking the steps necessary to enforce orders'. Below the list is a link: '> [Contact Information](#)'. At the bottom of the main content area is a section titled 'IN THIS SECTION' with four boxes: 'Find Your Town Health Officer' (with a 'READ MORE' link), 'Forms for Town Health Officers' (with a 'READ MORE' link), 'Resources for Town Health Officers' (with a 'READ MORE' link), and 'Town Health Officer Trainings' (with a 'READ MORE' link'). On the far left of the sidebar, there is a 'CONTACT:' section with the following text: 'Environmental Health Division, 108 Cherry Street, P.O. Box 70 - Drawer 30, Burlington, VT 05402-0070, Phone: 802-863-7220 or 800-439-8550 (in Vermont), Fax: 802-863-7483, AHS.VDHEnvHealth@vermont.gov'.

Authority

Resources

Forms

Trainings

Rental Housing

“Dwelling: means a rented building or structure, excluding tents or similar structures used for the express purpose of camping, that is wholly or partly used or intended to be used as a primary residence for living or sleeping by human inhabitants. This includes rented mobile homes and ‘housing provided as a benefit of farm employment’ as defined in 9 VSA § 4469(a)(3).”

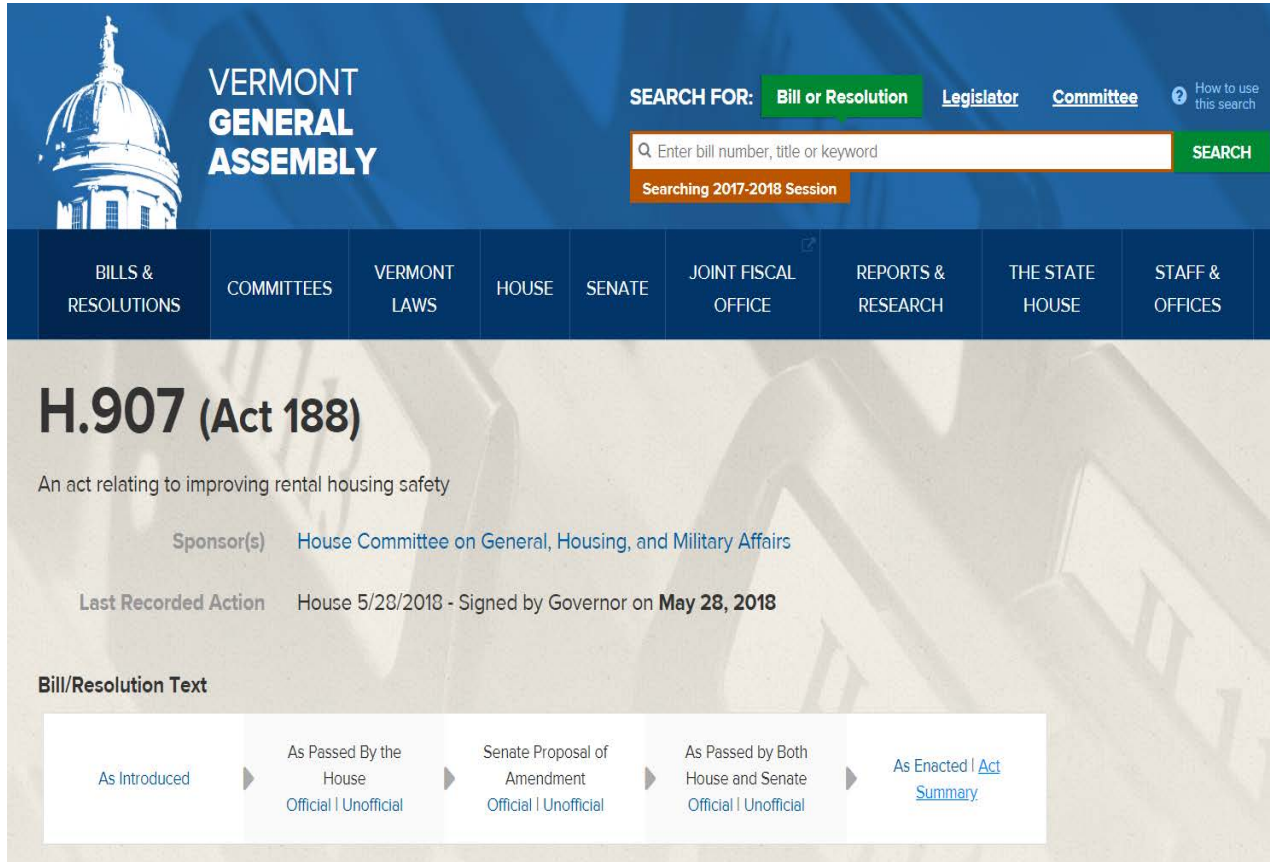
- Vermont Rental Housing Health Code

Rental Housing Health Code (RHHC)

- ❑ Sanitation facilities (kitchen and bathrooms)
- ❑ Water supply and sewage disposal
- ❑ Trash storage and removal
- ❑ Pest control
- ❑ Heating
- ❑ Ventilation
- ❑ Lighting and electricity
- ❑ Structural elements, mold



Act 188



The screenshot shows the Vermont General Assembly website. At the top, there is a search bar with the text "SEARCH FOR:" and options for "Bill or Resolution", "Legislator", and "Committee". Below the search bar is a navigation menu with links for "BILLS & RESOLUTIONS", "COMMITTEES", "VERMONT LAWS", "HOUSE", "SENATE", "JOINT FISCAL OFFICE", "REPORTS & RESEARCH", "THE STATE HOUSE", and "STAFF & OFFICES". The main content area displays "H.907 (Act 188)" with the description "An act relating to improving rental housing safety". It lists the sponsor as "House Committee on General, Housing, and Military Affairs" and the last recorded action as "House 5/28/2018 - Signed by Governor on May 28, 2018". At the bottom, there is a section titled "Bill/Resolution Text" with a navigation bar showing the progression from "As Introduced" to "As Enacted | Act Summary".

VERMONT GENERAL ASSEMBLY

SEARCH FOR: **Bill or Resolution** [Legislator](#) [Committee](#) [How to use this search](#)

Q Enter bill number, title or keyword **SEARCH**

Searching 2017-2018 Session

[BILLS & RESOLUTIONS](#) [COMMITTEES](#) [VERMONT LAWS](#) [HOUSE](#) [SENATE](#) [JOINT FISCAL OFFICE](#) [REPORTS & RESEARCH](#) [THE STATE HOUSE](#) [STAFF & OFFICES](#)

H.907 (Act 188)

An act relating to improving rental housing safety

Sponsor(s) [House Committee on General, Housing, and Military Affairs](#)

Last Recorded Action House 5/28/2018 - Signed by Governor on **May 28, 2018**

Bill/Resolution Text

[As Introduced](#) [As Passed By the House Official | Unofficial](#) [Senate Proposal of Amendment Official | Unofficial](#) [As Passed by Both House and Senate Official | Unofficial](#) [As Enacted | Act Summary](#)

- Act 188, passed during the last legislative session, has made changes to state law that affect the THO role in rental housing inspections.
- Beginning July 1, 2018, the law made some of the Health Department's recommended practices mandatory, and also added several new requirements


Rental Housing Investigations



The THO **must conduct an investigation** if:

- ❑ A landlord requests an inspection,
- ❑ A tenant requests an inspection, or
- ❑ The THO receives information about a potential public health hazard.

Using the Rental Housing Inspection Form

 VERMONT DEPARTMENT OF HEALTH Town Health Officer Rental Housing Inspection Report	Inspector Name: <input type="checkbox"/> Health Officer <input type="checkbox"/> Deputy Health Officer <input type="checkbox"/> Other	
	Town:	
Property Address:	Date of Inspection:	
Property Owner Name:	Type of Inspection: <input type="checkbox"/> Initial <input type="checkbox"/> Follow-Up (Last Inspection Date:)	
	Housing Type:	
Property Phone Number:	Tenant Name(s) and Phone Number(s):	
Reason for Inspection:	Unit #	Name/Phone Number Copy Given
Copy given to property owner <input type="checkbox"/>		

Number of People Residing at the Home: <input type="text"/>	Number of Bedrooms: <input type="text"/>
Total Number of Units in the Building: <input type="text"/>	Location of Bedrooms: <input type="text"/>

INSTRUCTIONS FOR HEALTH OFFICER:

- Fill out the entire Rental Housing Inspection Report.
- Document violations and describe the necessary corrective actions for each.
- Establish deadlines for correcting the violations.
- Provide a copy of this Rental Housing Inspection Report to the property owner and any tenants affected by the violations.
- If the entire property is affected by a violation, post a copy of this report and a notice that it shall not be removed, in the common area of the property.
- Conduct follow-up inspection to ensure violations have been corrected by deadlines established in this report.

NOTICE TO TENANTS:

- The property owner or their agents must have access to the unit to make the repairs required by this report.
- To make repairs, the property owner may enter the unit with your consent, or with 48 hours' notice. 9 V.S.A. § 4460

NOTICE TO PROPERTY OWNER:

- Until the violations described in this report are corrected, you are prohibited from renting the affected unit(s) to new tenants. 18 V.S.A. § 603(a)(2)(iv)
- A fine of up to \$100 per day may be imposed for each violation not corrected by the deadline provided in this report or if an affected unit is rented to a new tenant before the violation(s) are corrected. 18 V.S.A. § 603(b)

- During the investigation, THOs document findings using the Rental Housing Inspection Report form (on Health Dept. website)
- This form is in a checklist format and walks through all of the requirements of the RHHC
- When completed, the form serves as a written inspection report, which is required by law at 18 VSA § 603(a)(1)
- This inspection report is a public record

Documenting RHHC Violations

- The completed inspection report describes any violations of the RHHC observed by the THO during the inspection
- The THO must go through the entire form during the inspection, rather than just focusing on the subject of the complaint

Counter surfaces in the bathroom of dwelling units and rooming houses shall be smooth, noncorrosive, nonabsorbent and waterproof covering.

2.7	Are the countertops nonabsorbent?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Required Corrective Actions AND Deadline
-----	-----------------------------------	-------------------------------------	--------------------------	--------------------------	---

Floor surfaces in the bathroom of dwelling units and rooming houses shall be smooth, noncorrosive, nonabsorbent and waterproof covering. RHHC, §§ 5.3, 5.3.1, 5.3.2

2.8	Is the floor made of:				Required Corrective Actions AND Deadline
	a. Smooth, nonabsorbent, non-corrosive, non-slip, waterproof covering? (ex: tile)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NA
	b. Carpeting with a solid, water repellent backing?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

All toilets must be working flush toilets. RHHC, § 5.2.1

2.9	Do all toilets flush?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>If "No", is there at least one working toilet for tenants? If there is at least one working toilet, Owner to correct within a reasonable period. If all toilets do not flush, owner needs to begin resolving within 24 hours. Also see Question 3.8a-b.</p> <p>Required Corrective Actions AND Deadline</p> <p>The toilet does not flush properly. Property owner must fix within 24 hours of inspection.</p>
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Shower/tub and sink/toilet must be separate from habitable rooms. RHHC, § 5.2.1

2.10	Is the shower/tub and sink/toilet separate from habitable rooms?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Required Corrective Actions AND Deadline
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3. SANITATION FACILITIES (II)

Occupants must have access to public drinking water or good quality private system. RHHC, §§ 5.4.1, 5.4.2

Water Supply/Wastewater Disposal		Y	N	NA	
3.1	Is there currently a water supply to the unit?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>If "No", owner needs to provide temporary water supply to occupants until long-term solution is achieved. Owner must begin working on long-term solution within 24 hours.</p> <p>Required Corrective Actions AND Deadline</p> <p>Water not running. Landlord must immediately supply potable water and contact plumber within 24 hours to ensure water is back on.</p>

Documenting RHHC Violations, continued

- The form provides references to the RHHC for each requirement, but also frames it in a question form:
 - ▣ Ex: RHHC Section 5.2.1 requires that “all toilets must be working flush toilets” →
 - ▣ The inspection form asks “Do all toilets flush?” →
- The THO answers the question, yes or no, then adds additional details as necessary
- Violations can also be documented with photos or other evidence, as appropriate.

Counter surfaces in the bathroom of dwelling units and rooming houses shall be smooth, noncorrosive, nonabsorbent and waterproof covering.

2.7	Are the countertops nonabsorbent?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Required Corrective Actions AND Deadline
-----	-----------------------------------	-------------------------------------	--------------------------	--------------------------	--

Floor surfaces in the bathroom of dwelling units and rooming houses shall be smooth, noncorrosive, nonabsorbent and waterproof covering. RHHC, §§ 5.3, 5.3.1, 5.3.2

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	a. Smooth, nonabsorbent, non-corrosive, non-slip, waterproof covering? (ex: tile)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NA
	b. Carpeting with a solid, water repellent backing?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

All toilets must be working flush toilets. RHHC, § 5.2.1

2.9	Do all toilets flush?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If “No”, is there at least one working toilet for tenants? If there is at least one working toilet, Owner to correct within a reasonable period. If all toilets do not flush, owner needs to begin resolving within 24 hours. Also see Question 3.8a-b. Required Corrective Actions AND Deadline The toilet does not flush properly. Property owner must fix within 24 hours of inspection.
-----	-----------------------	--------------------------	-------------------------------------	--------------------------	---

Shower/tub and sink/toilet must be separate from habitable rooms. RHHC, § 5.2.1

2.10	Is the shower/tub and sink/toilet separate from habitable rooms?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Required Corrective Actions AND Deadline NA
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3. SANITATION FACILITIES (II)

Occupants must have access to public drinking water or good quality private system. RHHC, §§ 5.4.1, 5.4.2

Water Supply/Wastewater Disposal		Y	N	NA	
3.1	Is there currently a water supply to the unit?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If “No”, owner needs to provide temporary water supply to occupants until long-term solution is achieved. Owner must begin working on long-term solution within 24 hours. Required Corrective Actions AND Deadline Water not running. Landlord must immediately supply potable water and contact plumber within 24 hours to ensure water is back on.

Specifying Corrective Actions and Timelines

Counter surfaces in the bathroom of dwelling units and rooming houses shall be smooth, noncorrosive, nonabsorbent and waterproof covering.

2.7	Are the countertops nonabsorbent?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Required Corrective Actions AND Deadline
-----	-----------------------------------	-------------------------------------	--------------------------	--------------------------	--

Floor surfaces in the bathroom of dwelling units and rooming houses shall be smooth, noncorrosive, nonabsorbent and waterproof covering. RHHC, §§ 5.3, 5.3.1, 5.3.2

2.8	Is the floor made of:				Required Corrective Actions AND Deadline
	a. Smooth, nonabsorbent, non-corrosive, non-slip, waterproof covering? (ex: tile)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NA
	b. Carpeting with a solid, water repellant backing?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

All toilets must be working flush toilets. RHHC, § 5.2.1

2.9	Do all toilets flush?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>If "No", is there at least one working toilet for tenants? If there is at least one working toilet, Owner to correct within a reasonable period. If all toilets do not flush, owner needs to begin resolving within 24 hours. Also see Question 3.8a-b.</p> <p>Required Corrective Actions AND Deadline</p> <p>The toilet does not flush properly. Property owner must fix within 24 hours of inspection.</p>
-----	-----------------------	--------------------------	-------------------------------------	--------------------------	---

Shower/tub and sink/toilet must be separate from habitable rooms. RHHC, § 5.2.1

2.10	Is the shower/tub and sink/toilet separate from habitable rooms?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Required Corrective Actions AND Deadline
------	--	-------------------------------------	--------------------------	--------------------------	--

3. SANITATION FACILITIES (II)

Occupants must have access to public drinking water or good quality private system. RHHC, §§ 5.4.1, 5.4.2

Water Supply/Wastewater Disposal		Y	N	NA	
3.1	Is there currently a water supply to the unit?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>If "No", owner needs to provide temporary water supply to occupants until long-term solution is achieved. Owner must begin working on long-term solution within 24 hours.</p> <p>Required Corrective Actions AND Deadline</p> <p>Water not running. Landlord must immediately supply potable water and contact plumber within 24 hours to ensure water is back on.</p>

- After determining that there is a violation, the THO must specify, in the inspection report, two things:
 - ▣ The action required to correct the violation
 - ▣ The timeline for correction
- The form itself has suggested corrective actions and deadlines, depending on the severity of the violation

Copies of the Inspection Report

The image shows three overlapping copies of the Vermont Department of Health Rental Housing Inspection Report. The forms are titled 'VERMONT DEPARTMENT OF HEALTH Town Health Officer Rental Housing Inspection Report'. They include fields for 'Inspector Name', 'Health Officer', 'Deputy Health Officer', 'Other', 'Date of Inspection', 'Type of Inspection', 'Housing Type', 'Property Address', 'Property Owner Name', 'Property Phone Number', 'Reason for Inspection', 'Number of Bedrooms', 'Location of Bedrooms', 'Number of People Residing at the Home', and 'Total Number of Units in the Building'. There is a table for 'Violations' with columns for 'Unit #', 'Name', 'Phone Number', and 'Copy Given'. The forms also contain sections for 'INSTRUCTIONS FOR HEALTH OFFICERS', 'NOTICE TO TENANTS', and 'NOTICE TO PROPERTY OWNER'. The bottom form is dated 'Section 1 REV. 6/2018'.

- The THO must give a copy of the completed inspection form to the landlord and any tenants affected by the violation(s)
 - Ex: if the violation is in a common area, all tenants must be given a copy of the inspection report
 - Ex: if the violation is only in one unit, then only the tenant in that unit needs to receive a copy
- The report may be given to the landlord and tenant(s) in person, by mail, or by leaving a copy at the affected units
- The inspection report should be given to the landlord and any affected tenants in a timely manner, as soon as possible

Notice of Violation

NOTICE OF VIOLATION

Rental Housing Health Code

This property located at:

_____ is in violation of Vermont's Rental Housing Health Code.

For a detailed description of the violations and the required corrective actions, please see the attached inspection report.

The Health Officer may be reached at: _____

This notice must not be removed until authorized by the Health Officer, pursuant to 18 V.S.A §603(a)(4)

- If the violation affects the whole property, the THO must post a notice of violation in the common area and provide access to the inspection report for all tenants
- Ex: if the violation is a structural issue, is in the common area, or is on the grounds of the property

Notice to Landlord and Tenants

- The inspection report provides notice:
 - ▣ To the landlord and tenant(s) that the unit affected by the violations may not be rented to a new tenant until the violations are corrected; and
 - ▣ To tenants that the landlord must have access to the unit to make the corrections.
- However, THOs should inform the tenant(s) and landlord of these requirements verbally, too, during or after the inspection

VERMONT DEPARTMENT OF HEALTH		Inspector Name:
		<input type="checkbox"/> Health Officer <input type="checkbox"/> Deputy Health Officer <input type="checkbox"/> Other
Town Health Officer		Town:
Rental Housing Inspection Report		Date of Inspection:
Property Address:	Type of Inspection:	
	<input type="checkbox"/> Initial <input checked="" type="checkbox"/> Follow-Up (Last Inspection Date: _____)	
	Housing Type:	
Property Owner Name:	Tenant Name(s) and Phone Number(s):	
	Unit #	Name/Phone Number Copy Given
Property Phone Number:		
Reason for Inspection:		
Copy given to property owner		
Number of People Residing at the Home:	<input type="text"/>	Number of Bedrooms:
Total Number of Units in the Building:	<input type="text"/>	Location of Bedrooms:

INSTRUCTIONS FOR HEALTH OFFICER:

- Fill out the entire Rental Housing Inspection Report.
- Document violations and describe the necessary corrective actions for each.
- Establish deadlines for correcting the violations.
- Provide a copy of this Rental Housing Inspection Report to the property owner and any tenants affected by the violations.
- If the entire property is affected by a violation, post a copy of this report and a notice that it shall not be removed in the common area of the property.
- Conduct follow-up inspection to ensure violations have been corrected by deadlines established in this report.

NOTICE TO TENANTS:

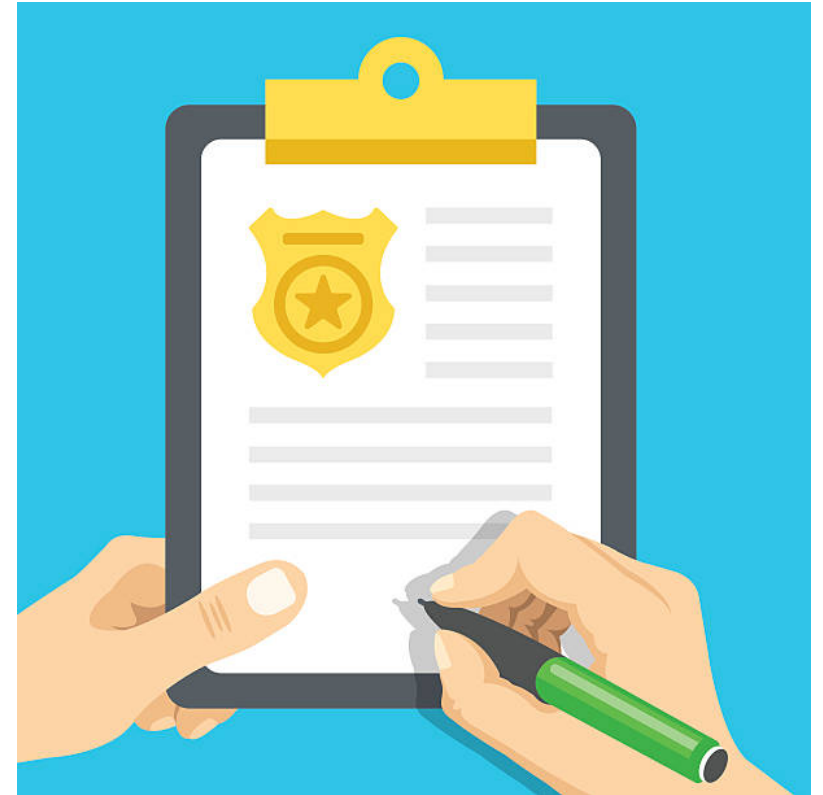
- The property owner or their agents must have access to the unit to make the repairs required by this report.
- To make repairs, the property owner may enter the unit with your consent, or with 48 hours' notice. 9 V.S.A. § 4460

NOTICE TO PROPERTY OWNER:

- Until the violations described in this report are corrected, you are prohibited from renting the affected unit(s) to new tenants. 18 V.S.A. § 603(a)(2)(iv)
- A fine of up to \$100 per day may be imposed for each violation not corrected by the deadline provided in this report or if an affected unit is rented to a new tenant before the violation(s) are corrected. 18 V.S.A. § 603(b)

Follow-up and Enforcement

- The THO follows up to ensure violations corrected by the deadlines in the inspection report
 - ▣ Follow-up may include:
 - Re-inspecting
 - Requesting proof that compliance has been achieved
 - Communicating with the landlord and any affected tenants
- If there isn't compliance by the specified deadlines, the THO may impose a fine of up to \$100/day for each violation
 - Fining is not mandatory
 - Whether and how to implement the fine is up to the town (see 18 V.S.A.603(b))



Health Orders

- ❑ Alternatively, the THO, in coordination with the town's Selectboard, may issue a health order or emergency health order requiring that the violations be corrected
- ❑ THO drafts a notice of intent to issue Health Order and that notice is formally served on the violating party
- ❑ A hearing is held in front of Local Board of Health
 - ▣ THO and party can present evidence
 - ▣ Local Board of Health decides to issue HO (or not)
- ❑ Decision can be appealed to the State Board of Health, and that decision can be appeals to the Vermont Supreme Court

[Town Letterhead or Header]

[Town] Board of Health
Public Health Order

Upon investigation of Health Officer [THO name] and testimony provided at the hearing of [hearing date], the [town] Board of Health finds the following:

Finding of Facts

1. [list relevant fact]
2. [list relevant fact]
3. [etc.]

Conclusion of Law

In accordance with state and local law, I am by this notice notifying you of the following determination:

A PUBLIC HEALTH HAZARD [OR RISK] EXISTS AT [location address].
Said hazard is in violation of [list relevant statutory and regulatory provisions].
[Provide any additional information or justification including what the impact to public health is or could be.]

Order

Therefore by the authority granted in 18 V.S.A. §126, 602a, it is hereby ordered.

1. ORDERED: [list required action]
2. ORDERED: [list any additional required actions and timelines]

Appeal Rights

[Either list procedural appeal rights or include attachment with "see attached" in this section.]

X
[Chairman, Board of Health]

Municipalities with Code Enforcement

- ❑ Those municipalities that have their own code enforcement offices follow procedures established by the municipality when conducting rental housing inspections and enforcing health and safety codes.
- ❑ These procedures may differ from the state requirements
- ❑ The substance of their municipal codes may also differ from the RHHC

The image shows two overlapping code enforcement complaint forms. The top form is from Burlington, VT, titled "Minimum Housing Complaint Form". It includes a header with the Burlington, VT Code Enforcement logo and contact information for the Code Enforcement Office (645A Pine St, PO Box 849, Burlington, VT 05402-0849, Voice: (802) 863-0442, Fax: (802) 652-4221). The form contains sections for "Exterior Property" (listing violations like trash, weeds, parking, etc.), "Complaint Information" (listing violations like electrical, structural, etc.), and "Complaint Details" (listing defects like stairs, floors, smoke, etc.). It also has fields for property location, date and time, and a section for the complainant's name, address, and phone number. The bottom form is from the City of Barre, Vermont, titled "INSPECTION / CODE ENFORCEMENT COMPLAINT FORM". It includes a header with the City of Barre Fire Marshal's Office logo and contact information (15 Fourth Street, Barre, Vermont 05641, (802) 477-7833). The form contains sections for "Complainant Information", "Building Location & Owner", "Complaint Information", and "Complaint Details". It also has fields for property location, date and time, and a section for the complainant's name, address, and phone number. Both forms have a "Critical Use Only" section at the bottom.

Resources

- Visit the Health Department website for information on requirements and resources for property owners:

<http://www.healthvermont.gov/environment/home>

- Lead law/Essential Maintenance Practices
 - Radon
 - Mold
 - Pests and bedbugs
 - Drinking water testing
- Call our hotline to speak to a technical expert:
 - 802-863-7220 or 800-439-8550 (toll-free in Vermont)

Meg McCarthy
Compliance and Enforcement Advisor

**Vermont Department of Health
Division of Environmental Health**

800-439-8550

Thank you!

Act 188 – Rental Housing Advisory Board

Outline

- Creation of Rental Housing Advisory Board
- Board Composition
- Ongoing Goals and Specific Recommendations
- Work to Date
- Website
- Future meeting schedule
- Contact & Comment Opportunities
- Q & A and Feedback

Rental Housing Advisory Board - composition

- Act 188 Section 1 creates – Rental Housing Advisory Board (3 V.S.A. § 2477)
 - **11 Members**
 - 3 Landlord representatives (at least one non-profit and one for-profit)
 - 3 Tenant representatives
 - 3 Municipal representatives
 - 2 Members at-large
 - **Appointed by Commissioner of Department of Housing and Community Development**
 - **3 year terms**
 - **Staff support from Dept. Housing & Community Development**

Rental Housing Advisory Board - Charges

- Ongoing charges of the Rental Housing Advisory Board
 1. Advisory group to: Governor, Legislature, State Agencies
 2. Report to Vermont Housing Council
 3. Work with State to develop data on rental housing stock
 4. Provide guidance on program & policy implementation to improve housing and assist landlords with repairs
 5. Provide information to community partners on housing statutes and reg's
 6. Assist in preparation for natural disasters

Rental Housing Advisory Board - Recommendations

- On or before January 15, 2019 the Board shall recommend:
 1. A single State agency to oversee all aspects of rental housing code enforcement
 2. Whether to retain or modify the current system of rental housing code enforcement

Considerations for System Improvement

1. Professionalize current system of Town Health Officers
2. Regionalize rental housing code enforcement
3. Create public-private system for inspections
4. Allow landlord self-certification
5. Require use of Hazard Index System
6. Require submittal of action plan for correcting violations
7. Enable landlord or tenant appeal to inspection reports
8. Make inspection reports available online
9. Enable THO to file report of violation as lien on property

Rental Housing Advisory Board – Schedule & Work to Date

- **Members chosen in July**
- **Monthly meetings**
 - July 31
 - August 28
 - September 25
 - October 30
 - November 27
- **Progress Reports**
 - September 1
 - November 15
- **Additional Outreach**
 - VLCT Town Fair Oct 4
 - Public Forum, Barre, November 5
 - Statewide Housing Conference, November 14
 - *Written comments accepted ongoing*
 - Shaun.Gilpin@Vermont.gov

Rental Housing Advisory Board – Webpage

- <http://accd.vermont.gov/housing/partners/Act188>
- Background information – past reports
- Board Members
- Meeting Schedules
- Meeting Minutes, Agendas
- Progress Reports
- Contact Information

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Act 188 Rental Housing Advisory Board

ACT 188 RENTAL HOUSING ADVISORY BOARD

Charge of the Board

The Rental Housing Advisory Board was created in 2018 by [Act 188 - An act relating to improving rental housing safety](#). The 11-member Board includes representation from Landlords, Tenants, Municipalities, and members of the public and receives staffing support from the Department of Housing and Community Development. The Board is to act as an advisory group to the Governor, General Assembly, the Vermont Housing Council, and appropriate State agencies on issues related to rental housing statutes, policies, and regulations.

In addition to this ongoing advisory role, on or before January 15, 2019 the Board shall submit to the General Assembly potential legislation or policy changes to better support decent, safe, and sanitary rental housing.

Meeting Schedule for January 2019 Recommendations

The Act 188 Rental Housing Advisory Board will conduct monthly meetings from July 2018 through November 2018 to craft the requested recommendations called for in Act 188. Meetings are open to public observation.

Rental Housing Advisory Board – Draft Recommendations

□ Phase 1 – 2019 ~ 2020

- ▣ 2 FTE at Dept. of Health
- ▣ Enhanced Data Collection – THO “portal”
- ▣ THO Technical Assistance
- ▣ THO Training Program
- ▣ Municipal Guidance
 - Act 188 fining authority, obtaining & litigating Health Orders

□ Phase 2 - ~ 2023

- ▣ *Regional Inspection Officers*
- ▣ *Dept. of Health/ AG Office Counsel*
- ▣ *Unit registration & proactive inspections*

Opportunities for Comment

- Comments on Rental Housing Advisory Board Recommendations directed to:

Shaun Gilpin, Housing Policy Specialist

Department of Housing and Community Development

(802) 828-1346

Shaun.Gilpin@Vermont.gov

Shaun Gilpin
Housing Policy Specialist

**Department of Housing and Community Development
Agency of Commerce**

802-828-1346

Thank you

Questions for the audience

- Take out your clicker
- Press the yellow power button to turn it on
 - ▣ Tap, do not hold down the button
- The green power light will turn on
 - ▣ If the power light turns off during the presentation, press the power button once to turn the clicker back on. This may take several seconds
- When the questions start, press one of the buttons A through E to respond.
 - ▣ Press only one button. Answers cannot be changed after submission

Question 1

- *What is your most common role in the Rental Housing Code system?*
 - A) Property Manager/Landlord*
 - B) Town Health Officer*
 - C) Municipal Official*
 - D) Tenant Service Provider*
 - E) Other*

Question 2

□ *How long have you served in this capacity?*

A) <1 year

B) 1-4 years

C) 5-10 years

D) 10-15 years

E) 15+ years

Question 3

- *Have you utilized the Town Health Officer Listserv for advice on a habitability issue?*
 - A) Yes*
 - B) No*
 - C) Unsure*

Question 4

- ☐ *Have you ever contacted the Dept. of Health for assistance in a habitability issue*
 - A) Yes*
 - B) No*
 - C) Unsure*

Question 5

- *Have you ever contacted Division of Fire Safety for an inspection of a rental unit?*
 - A) Yes*
 - B) No*
 - C) Unsure*

Question 6

- *Would your work benefit from a one-stop internet resource for housing habitability requirements?*
 - A) Yes*
 - B) Maybe*
 - C) No*

Question 7

- ☐ *Have you accessed RentalCodes.org?*
 - A) Yes*
 - B) No*
 - C) Unsure*

Question 8

- *Would increased landlord education improve housing habitability?*
 - A) Definitely*
 - B) Likely*
 - C) Unlikely*
 - D) No*
 - E) Unsure*

Question 9

- *Would increased technical assistance from Dept. of Health improve housing habitability?*
 - A) Definitely*
 - B) Likely*
 - C) Unlikely*
 - D) No*
 - E) Unsure*

Question 10

- *Would increased legal assistance to municipalities improve housing habitability?*
 - A) Definitely*
 - B) Likely*
 - C) Unlikely*
 - D) No*
 - E) Unsure*

Question 11

- *In your opinion, what would be the most effective way to improve housing habitability?*
 - A) Increased education on code requirements for landlords and tenants*
 - B) More technical assistance from Dept. of Health*
 - C) More legal resources for litigating Health Orders*
 - D) Statewide, professional code inspectors*
 - E) Other?*

Question 12

☐ *Would you support the creation of a statewide Rental Registry?*

A) Yes

B) Neutral

C) No

Thank You



- Questions and Discussion